

AGENDA SESSION
August 13, 2014 5:00pm

Vice Chairman Veitch called the meeting to order.

Roll Call was taken. PRESENT - Preston Allen, Anita Daly, Alan Grattidge, Preston Jenkins, Art Johnson, Ed Kinowski, Jack Lawler, Paul Lent, Richard Lucia, Paul Lunde, Peter Martin, Paul Sausville, Matthew Veitch, Thomas Wood, Mo Wright, Patrick Ziegler, - 16 ABSENT - Philip Barrett, John Collyer, Daniel Lewza, Willard Peck, Jean Raymond, Thomas Richardson, and Kevin Tollisen - 7.

On a motion by Mr. Lucia, seconded by Mr. Kinowski the minutes of the July 9, 2014 meeting were unanimously approved.

Mr. Hellwig presented the following:

PERSONNEL & INSURANCE

Authorization enter into an agreement with Marshall & Sterling Insurance as the insurance consultant to prepare bid specifications for the County's insurance coverage at a cost not to exceed \$22,500.

Authorizing an amendment to a resolution to add an additional expenditure of \$7,078.44 to cover automobile insurance premiums to cover the 2013 policy year.

Approval of the standard workday reporting resolution which is required under the NYS Local Retirement System.

Amendment to the 2014 Compensation Schedule under the Office for the Aging to create one additional Aging Services Specialist which will be covered 100% through grant funding.

Appointment of Diane S. Turo as Saratoga County Conflict Defender who will be joining two other contract personnel that handle conflict cases referred out of the Public Defender's Office.

ECONOMIC DEVELOPMENT

Approving the continuation of the Saratoga County Consolidated Agricultural District #2, with modifications that were approved by the Committee and presented at a public hearing on July 9th.

BUILDINGS & GROUNDS

Authorizing a one year lease extension with the United States Department of Agriculture for office space that's occupied by the Soil & Water Conservation District in the Solar Building.

PUBLIC HEALTH

Authorizing agreement with Quality Healthcare Resources to provide billing services for Maplewood Manor as well as handling the accounts receivable.

Acceptance additional aid from the NYS Department of Health to underwrite some of the costs associated with programs that are provided by our Public Health Nursing Department.

Revising the Public Health Nursing Service Billing and Collection Policy to allow for credit and debit cards to collect fees associated with the services that they are providing both at the Woodlawn Building as well as site visits and clients' homes.

Authorization for an Intermunicipal Agreement with Washington County who will be reimbursing the County for TB Clinic Services that are provided to Washington County residents.

Authorization for the Sheriff to enter into a food service agreement with the NYS Department of Corrections at a facility in Rome, NY. They will be preparing food that will be shipped to our correctional facility and then portioned out by personnel in our facility. The Sheriff anticipates savings of about \$30,000 per year as a result of this agreement.

Authorization for acceptance of a Domestic Violence Prosecution Grant which will be used to offset costs associated with the prosecution of domestic violence cases.

Authorization to accept an Aid to Prosecution grant in the District Attorney's office which is used to offset costs associated with the prosecution of violent felony cases.

Authorization to accept an \$87,877 Emergency Management Performance Grant from the NYS of Homeland Security and these expenses are already included in the 2014 budget. This is a revenue that helps lower the County's cost for those expenses.

Amending the 2014 Adopted Budget in Emergency Services for a member item that was accepted in 2010 and Homeland Security Funding that was already accepted. The balance remaining in those two grants will be used to purchase radio equipment for the Sheriff's Mobile Communications Unit. The use of that money for those purposes has been approved by the State.

SOCIAL PROGRAMS

Authorization of an agreement between the Office for the Aging and Veterans Service Agency for the purchase of a van at a total cost not to exceed \$45,000.

Authorization to enter into a revenue agreement with VNSNY Choice for the reimbursement of home delivered meals for dual-eligible clients of the Office for the Aging.

Acceptance of a \$392,049 Balancing Incentive Program grant which essentially will be used by the Department to increase access non-institutional community-based long-term services and supports, and amending the budget in relation thereto.

Establishment of revised reimbursement rates for the therapists that are providing services under the Preschool Special Education Program. The current rates have been in place for over 19 years.

PUBLIC HEALTH & PERSONNEL

Authorization to amend the impact bargaining agreement which was reached with the Civil Service Employees Association for the purpose of providing additional retention and recruitment incentives for the existing staff of Maplewood Manor.

LAW & FINANCE

Authorizing the agreement with Stilsing Electric, Inc. for electrical construction services required to upgrade the Saratoga County Sewer District's Milton pump station. They were the low bidder after one of three bids which was actually lower was withdrawn.

Authorization of a blanket undertaking for County officers and employees to provide coverage for money as well as property that includes the County Treasurer, the District Attorney, the Sheriff and the County Treasurer. The actual policy that provides that coverage was approved back in May. This resolution simply recognizes that coverage as being in place.

On a motion by Mr. Martin, seconded by Mr. Wright the agenda was set for the August 19, 2014 Board Meeting.

Mr. Veitch said there are people who came today to speak to the Board. He will invite them p one at a time. He said the time limit to speak is five minutes. Mr. Veitch said the purpose of the speakers is for the reinstatement of the Open Space and Farmland Protection fund for the 2015 budget.

Ms. Trabka, Executive Director of Saratoga PLAN, thanked the Board for allowing her to speak. She told the board who Saratoga PLAN is and what their mission is. She requested and encouraged the Board to reinstate the \$500,000 funding for open space/land preservation into the 2015 budget. She told the Board of the success of the fund in the past and what the funding accomplished.

Ms. Henry, Town of Malta Open Space Preservation Committee, said they have been working closely with Saratoga PLAN to encourage the Board of Supervisors to include the \$500,000 in the 2015 budget. The Committee has worked closely with the Town Supervisor to strengthen Right to Farm Laws and to preserve the open space in the Town of Malta.

Ms. Stokes, Board Member of Saratoga PLAN, the one thing this fund did in prior years was to provide a match for a number of grants. She hopes that the Board finds space in next year's budget to restore the funding to expand open space and the trail system.

Mr. Munter, Vice Chairman of the Board of Saratoga PLAN, said he supports what the previous speakers have said. He would like to add in preserving the quality of life in the County we also add to the economic engine that this brings in.

Mr. Ziegler thanked those who came out to support the \$500,000 addition to the Farmland Protection & Open Space budget for next year. He was asked to speak on behalf of the Town of Ballston Farmland Protection Committee. In Saratoga County there is a strong connection to agriculture and in the Town of Ballston as well where 54% of the land is zoned agriculture. He strongly supports adding the funding back into the budget.

Mr. Sausville brought to the attention of the Board that the Town of Malta has passed a resolution supporting the program and took action on the Right to Farm Law. He thinks this is a good model for the rest of the towns to consider and offered a copy. He introduced Barbara Connors and asked her to speak.

Ms. Connors presented a letter of support from the Southern Saratoga Chamber of Commerce which strongly supports the funding being returned to the budget.

Mr. Kinowski thanked everyone for raising this issue and is a fan of this suggestion. He would wholeheartedly support this.

Mr. Veitch reminded his colleagues that the vote on the 2015 budget won't happen until December so there is plenty of time to talk.

Mr. Jenkins said he voted against this project about 2.5 years ago because of the financial issues facing the County and not because he doesn't support it. The Town of Moreau also passed a resolution last night urging the County to place the funds in 2015 budget.

Mr. Veitch reminded his colleagues as well as the public that when the Board has meetings, there is a 24 hour rule to call before you send people to come speak publicly before the committee. He did not realize that there were people that had come to speak today until about 4:45pm which does violate our rules here at the Board. He wants to be sure that rule is followed going forward. If there is an opportunity for anybody or if any supervisor invites any member of the public to come speak, to the Agenda Session or to the regular Board Meeting, remind them of our Board Rules that we adopted in January. This rule states notice is to be given to the Clerk of the Board 24 hours in advance of the meeting.

On a motion by Mr. Lent, seconded by Mr. Lunde the meeting was unanimously adjourned.

Respectfully submitted,

Pamela Wright, Clerk

REGULAR MEETING
TUESDAY, AUGUST 19, 2014
AT 4:00 P.M., E.S.T.

Chairman Sausville called the meeting to order.

Roll call was taken. PRESENT –Alan Grattidge, Philip C. Barrett, Anita Daly, Richard Lucia, Preston Allen, Jean Raymond, Paul Lent, Paul Lunde, Arthur M. Wright, Kevin Tollisen, Paul Sausville, Thomas Richardson, Daniel Lewza, John Collyer, Thomas N. Wood, III, Matthew E. Veitch, Peter Martin, Edward D. Kinowski, John Lawler, Arthur J. Johnson – 20. ABSENT – Patrick Ziegler, Preston L. Jenkins, Jr., Willard H. Peck - 3.

The invocation was given by Thomas N. Wood, III, Chaplain.

On a motion by Mr. Wood, seconded by Mr. Kinowski the minutes of the July 15, 2014 meeting were unanimously approved.

PRESENTATION:

Chairman's Initiative - Character First Program. Chairman Sausville invited Mrs. Daly and Mr. Barrett to the podium. Mrs. Daly introduced Michael Anderton a freshman at Shenendehowa High School. He read his essay which was about the character trait diligence. Mr. Sausville thanked Mr. Anderton for his participation and gave him a certificate of appreciation.

The Clerk presented the following:

Letter from NYSAC acknowledging receipt of Resolution 31 of 2014.
Received and filed.

Letter from the Sewer Commission inviting Supervisors to tour the facility.
Copy to all Supervisors.

Letter from CT Male Associates regarding a Town of Ballston subdivision's Negative Declaration.
Received and filed.

Letter from the IDA notifying the County of a public hearing on an application submitted by Fred's Studio Tents & Canopies.
Received and filed.

Letter from NYS DEC acknowledging receipt of Resolution 149 of 2014 and response to that resolution.
Copy to County Administrator & Supervisor Wood.

Thank you note from Mabel Baker & family for honoring Jamon K. Baker, Sr. at the July Deceased Veteran Ceremony.
Received and filed.

Mr. Lawler acknowledged Mr. Kinowski's resignation from the Saratoga County Water Authority and thanked him for his contribution and support he has given to the Authority.

On a motion by Mr. Kinowski, seconded by Mr. Veitch Resolution No.'s 161 thru 183, with the exception of Resolution No. 163 were adopted by a unanimous vote. Mr. Richardson abstained from voting on Resolution No. 181.

RESOLUTION 161 - 2014

Introduced by Supervisors Daly, Barrett, Grattidge, Johnson, Lawler, Lucia and Wright

AUTHORIZING A CONTRACT WITH MARSHALL & STERLING UPSTATE, INC. FOR PREPARATION OF INSURANCE SPECIFICATIONS

WHEREAS, the preparation of specifications for insurance coverages for municipalities is a specialized professional service; and

WHEREAS, the Personnel and Insurance Committee and the Law & Finance Committee recommend acceptance of the proposal of Marshall & Sterling Upstate, Inc., for such services; now, therefore, be it

RESOLVED, that the Chairman of the Board execute a contract with Marshall & Sterling Upstate, Inc. of Leeds, New York for the provision of insurance consulting services for the renewals of the County's insurances, at a cost not to exceed \$22,500, with the form and content of such contract being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.

RESOLUTION 162 - 2014

Introduced by Supervisors Daly, Barrett, Grattidge, Johnson, Lawler, Lucia and Wright

AMENDING RESOLUTION 75-13 TO AUTHORIZE AN ADDITIONAL EXPENDITURE OF \$7,078.44 TO COVER AUTOMOBILE INSURANCE PREMIUMS FOR THE POLICY PERIOD MAY 8, 2013 THROUGH MAY 8, 2014

WHEREAS, pursuant to Resolution 75-13, this Board authorized the award of the County's insurance coverages for the policy period May 8, 2013 through May 8, 2014, which included an award of the County's Automobile liability coverage to NYMIR at a premium cost of \$149,710; and

WHEREAS, automobile liability insurance policies purchased by the County prior to May 8, 2013, with such companies as Argonaut, were written on a composite rate basis whereby the County could add vehicles to its fleet during the policy year without incurring additional premium charges for the new vehicles; and

WHEREAS, NYMIR typically does not write their auto policies on a composite rate basis, and, as a result, after NYMIR took over the County's automobile coverage on May 8, 2013 NYMIR began billing the County for each vehicle added to the County's automobile policy when an older vehicle was taken out of service; and

WHEREAS, at the County's request, NYMIR agreed to wait until the end of the policy year to bill the County for premium increases resulting from new vehicles added to the County's auto policy; and

WHEREAS, following an audit by the County's insurance agent, Cool Insuring, NYMIR has submitted a bill to the County for additional premium costs in the amount of \$7,078.44 for the net vehicle additions to the County automobile liability policy for the policy period May 8, 2013 through May 8, 2014; and

WHEREAS, it is necessary to amend Resolution 75-13 to increase the County's premium payment to NYMIR for automobile insurance coverage by \$7,078.44; and

WHEREAS, NYMIR agreed to write the County's automobile insurance policy for the policy period May 8, 2014 through May 8, 2015 on a composite rate basis; now, therefore, be it

RESOLVED, that Resolution 75-13 is hereby amended to increase the County's premium payment to NYMIR for automobile insurance coverage by \$7,078.44 to \$156,788.44 to cover additional premium payments owed as a result of the County's addition of new vehicles to the County's auto policy during the policy period May 8, 2013 through May 8, 2014.

BUDGET IMPACT STATEMENT: None. The cost of these additional premiums is available in savings in the County's 2014-2015 insurance budget.

Mr. Veitch asked when revisions to the standard workday submitted to the State were. Mr. Dorsey said they were submitted two times year. Mr. Veitch said he would like to review the information that was provided for his time.

On a motion by Mr. Wright seconded by Mr. Lucia Resolution No. 163 was adopted by a unanimous vote.

[illegible]

Standard Work Day and Reporting Resolution
for Elected and Appointed Officials
RS 2417-B

Title	Standard Work Day (Hrs./day) Min. 6 hrs. Max 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Participates in Employer's Time Keeping System (Yes/No-If Yes, do not complete the last two columns)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
Appointed Officials									
County Administrator	7	Spencer P. Hellwig				1/1/14-12/31/15	Y	NA	
Management Analyst	7	Ryan Moore				1/1/14-12/31/15	Y	NA	
Confidential Secretary (Co. Adm.)	7	Therese Connolly				1/1/14-12/31/15	Y	NA	
County Attorney	7	Stephen M. Dorsey				1/1/14-12/31/15	Y	NA	
1st Assistant County Attorney	7	Hugh G. Burke				1/1/14-12/31/15	Y	NA	
Assistant County Attorney	7	Michael Hartnett				3/14/14-12/31/15	Y	NA	
Assistant County Attorney	7	Robert D. Wilcox				1/1/14-12/31/15	Y	NA	
Assistant County Attorney	7	Laura Kruegler				2/28/14-12/31/15	Y	NA	
Assistant County Attorney	7	George P. Conway				1/1/14-12/31/15	Y	NA	
Assistant County Attorney	7	Karen D'Andrea				1/1/14-2/13/14	Y	NA	
Assistant County Attorney	7	Mary Beth Hynes				1/1/14-1/30/14	Y	NA	
Confidential Secretary (Co. Atty)	7	Diane M. Armer				1/1/14-12/31/15	Y	NA	
Public Defender	7	Oscar L. Schreiber				1/1/14-12/31/15	Y	NA	
First Assistant Public Defender	7	Andrew C. Blumenberg				1/1/14-12/31/15	Y	NA	
Assistant Public Defender	7	Joseph Hammer				1/1/14-12/31/15	Y	NA	
Assistant Public Defender	7	Matthew Maiello				1/1/14-12/31/15	Y	NA	
Assistant Public Defender	7	John DeLong				1/1/14-12/31/15	Y	NA	
Assistant Public Defender	7	Diane Serbalik Turo				1/1/14-8/28/14	Y	NA	
Assistant Public Defender	7	Sarah Schellinger				1/1/14-12/31/15	Y	NA	
Confidential Secretary	7	Anna Kurtyka				1/1/14-12/31/15	Y	NA	

Employer _____ Location Code _____ Page 2 of 5 (use with form RS2417-A)

RES08-01-14

Title	Standard Work Day (Hrs/day) Min. 6 hrs. Max 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Participates in Employer's Time Keeping System (Yes/No-If Yes, do not complete the last two columns)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
1st Assistant District Attorney	7	Karen Heggen				1/1/14-12/31/17	Y	NA	
Assistant District Attorney	7	Jesse L. Ashdown				1/1/14-12/31/17	Y	NA	
Assistant District Attorney	7	Jennifer L. Buckley				1/1/14-12/31/17	Y	NA	
Assistant District Attorney	7	Patrick J. Campion				1/1/14-12/31/17	Y	NA	
Assistant District Attorney	7	James R. Davis				1/1/14-12/31/17	Y	NA	
Assistant District Attorney	7	Katherine DeMartino				1/1/14-12/31/17	Y	NA	
Assistant District Attorney	7	Debra A. Kaelin				1/1/14-12/31/17	Y	NA	
Assistant District Attorney	7	Kristin Foust				1/1/14-12/31/17	Y	NA	
Assistant District Attorney	7	Daniel J. Kopach				1/1/14-12/31/17	Y	NA	
Assistant District Attorney	7	John Leggett				1/3/14-12/31/17	Y	NA	
Assistant District Attorney	7	Lyn A. Murphy				1/1/14-12/31/17	Y	NA	
Assistant District Attorney	7	Matthew R. Coseo				1/1/14-12/31/17	Y	NA	
Assistant District Attorney	7	Alan M. Poremba				1/1/14-12/31/17	Y	NA	
Assistant District Attorney (PT)	5	Martin W. Pozefsky				1/1/14-12/31/17	Y	NA	
Assistant District Attorney	7	Mary A. Saldarelli				1/1/14-12/31/17	Y	NA	
Assistant District Attorney	7	Michele Schettino				1/1/14-12/31/17	Y	NA	
Assistant District Attorney	7	Ann C. Sullivan				1/1/14-12/31/17	Y	NA	
Confidential Secretary	7	Pamela Hall				1/1/14-12/31/17	Y	NA	
STOP DWI Coordinator	7	Robert Murphy				1/1/14-12/31/16	Y	NA	
Nursing Home Administrator	7.5	Diane Brown				1/1/14-12/31/15	Y	NA	
Director of Nursing	7.5	Mark Kingsley				1/1/14-12/31/15	Y	NA	
Animal Shelter	8	Deborah Oigny				1/1/14-12/31/14	Y	NA	
County Historian	6.333/3	Lauren Roberts				1/1/14-12/31/15	Y	NA	

Employer _____ Location Code _____ Page 3 of 5 (use with form RS2417-A)

RES08-01-14

Title	Standard Work Day (Hrs./day) Min. 6 hrs. Max 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Participates in Employer's Time Keeping System (Yes/No-If Yes, do not complete the last two columns)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
Director of Purchasing	7	John Warnt				1/1/14-12/31/15	Y	NA	
Director of Data Processing	7	Eileen Bennett				1/1/14-12/31/15	Y	NA	
Assistant Dir., Data Processing	7	Chris DuBois				1/1/14-12/31/15	Y	NA	
Probation Director	7	Steven Bayle				1/1/14-12/31/15	Y	NA	
Director of Planning	7	Jason Kemper				1/1/14 - 12/31/15	Y	NA	
Director of Public Health	7	Karen Levison				5/23/11-10/31/13	Y	NA	
Director of Public Health	7	Vacant					Y	NA	
Director of Patient Services	7	Catherine Duncan				1/1/14-12/31/15	Y	NA	
Clerk of Board of Supervisors	7	Pamela Wright				1/1/14- 12/31/15	Y	NA	
Deputy Clerk, Board of Supervisors	7	Christine Sansom				1/18/14- 12/31/15	Y	NA	
Director, Office for the Aging	7	Sandra Cross				1/1/14 - 12/31/15	Y	NA	
Director of Emergency Services	7	Carl Zielman				3/3/14-12/31/15	Y	NA	
Dep. Dir. Fire/Emergency Services	7	Edward Tremblay				1/1/14-12/31/15	Y	NA	
Employment and Training Program Director II	7	Lisa Scaccia				1/1/14-12/31/15	Y	NA	
Self Insurance Specialist	7	Wendy Tennant				1/3/14-5/15/15	Y	NA	
Deputy County Clerk	7	Shauna Sutton				1/1/14-12/31/17	Y	NA	
Deputy County Clerk	7	Charles Foescher				1/1/14-12/31/17	Y	NA	
Confidential Sec. to County Clerk	7	Kathy Pastore-Jordan				1/1/14-12/31/17	Y	NA	
Dir. of Veterans' Service Agency	7	Felipe Moon				1/1/14-2/25/14	Y	NA	
Dir. of Veterans' Service Agency	7	Francis McClement				5/23/14 - 12/31/15	Y	NA	
County Auditor	7	Brian O'Connor				1/1/14-12/31/15	Y	NA	
Dir. of Community MH Services	7	Hans Lehr				1/1/14-2/17/14	Y	NA	
Dir. of Community MH Services	7	Vacant					Y	NA	

Employer _____ Location Code _____ Page 4 of 5 (use with form RS2417-A)

Standard Work Day and Reporting Resolution
for Elected and Appointed Officials
RS 2417-B

Title	Standard Work Day (Hrs./day)	Name	Social Security Number	Registration Number	Tier 1 (Check only)	Current Term Begin & End Dates	Participates in Employer's Time Keeping System	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
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	(First and Last) Min. 6 hrs. Max 8 hrs	(First and Last)	(Last 4 digits)		if member is in Tier 1	DOB (mm/dd/yy- mm/dd/yy)	Accepting of term (Yes/No-If Yes, do not complete the last two columns)	Reserve	if officer and not submit their Record of Activities
Undersheriff	8	Kevin Mullahey				1/1/14-12/31/17	Y	NA	
Chief Deputy	8	Richard Castle				1/1/14-12/31/17	Y	NA	
Corrections Administrator	8	Richard Emery				1/1/14-12/31/17	Y	NA	
Head Nurse Correctional Facility	8	Lisa McInerney				1/1/14-12/31/17	Y	NA	
RPN Correctional Facility	8	Nicole Bilka				1/1/14-12/31/17	Y	NA	
RPN Correctional Facility	8	Patricia Butler				1/1/14-12/31/17	Y	NA	
RPN Correctional Facility	8	Kathleen Hayes				1/1/14-12/31/17	Y	NA	
Medical Director Corr. Facility	6	Stephen Strader				1/1/14-12/31/17	Y	NA	
Confidential Secretary (Sheriff)	7.5	Heather Bessette				1/1/14-12/31/17	Y	NA	
Executive Director, Sewer District	7	Chad Cooke				1/1/14-12/31/15	Y	NA	
Confidential Secretary (Sewer Dist)	7	Anne Gorman				1/1/14-12/31/15	Y	NA	

BUDGET IMPACT STATEMENT: No budget impact.

On this _____ day of August, 2014 _____ Date enacted: _____

(Signature of clerk)

I, Pamela A. Wright, clerk of the governing board of the County of Saratoga, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 19th day of August, 2014 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of _____ members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the County of Saratoga, Board of Supervisors.

This document consist of 5 page(s) (see additional RS2417-B forms attached).

(SEAL)

RES08-01-14

RESOLUTION 164 - 2014

Introduced by Supervisors Daly, Barrett, Grattidge, Johnson, Lawler, Lucia and Wright

AMENDING THE 2014 COMPENSATION SCHEDULE UNDER AGING SERVICES

WHEREAS, our Personnel and Insurance Committee and the Director of Personnel have recommended that the 2014 Saratoga County Compensation Schedule be amended to create one full-time position of Aging Services Specialist to serve as the New York Connects Coordinator, contingent upon the continuation of 100% State grant funding for the position, effective September 12, 2014; now, therefore, be it

RESOLVED, that the 2014 Saratoga County Compensation Schedule is amended as follows:

UNDER AGING SERVICES:

Create (1) Aging Services Specialist

BUDGET IMPACT STATEMENT: None. 100% State Aid.

RESOLUTION 165 - 2014

Introduced by Public Health Committee and Personnel Committee

AMENDING RESOLUTION 103-2014 TO AUTHORIZE AN AMENDMENT TO THE IMPACT BARGAINING AGREEMENT WITH THE CIVIL SERVICE EMPLOYEES ASSOCIATION TO PROVIDE FOR ADDITIONAL EMPLOYEE RETENTION AND RECRUITMENT INCENTIVES FOR THE BENEFIT OF MAPLEWOOD MANOR

WHEREAS, pursuant to Resolution 103-2014, this Board approved and ratified an Impact Bargaining Agreement with the Saratoga County Chapter of the Civil Service Employees Association, Inc. (CSEA) relative to the forthcoming sale of the County's Maplewood Manor Nursing Home; and

WHEREAS, Maplewood Manor is experiencing difficulties filling its employee work shifts due to such factors as employee retirements, transfers to other County departments, resignations to pursue employment opportunities outside of the County, vacations, and an increase in the taking of sick time; and

WHEREAS, the administration of Maplewood Manor has been working aggressively, and successfully, to fill many of the empty beds at Maplewood Manor, necessitating an increase in the staffing needed to cover all work shifts; and

WHEREAS, in order to ensure the adequate staffing of all scheduled shifts at Maplewood Manor and the maintenance of a high level of care for Maplewood Manor's residents, the County has proposed to the CSEA: 1) a "Maplewood Manor Employee Retention Incentive Program" designed to provide monetary incentives to Maplewood Manor employees who refrain from taking sick time prior to the completion of the sale of Maplewood Manor; and 2) an "Employee Referral Bonus Program" providing monetary bonuses to eligible County employees who refer individuals to the County who are hired as new employees at Maplewood Manor; copies of which Programs are attached hereto; and

WHEREAS, the CSEA, by its representative, Michael Nickson, has accepted and approved the Maplewood Manor Employee Retention Incentive Program and the Employee Referral Bonus Program, and accordingly agreed to amend the Impact Bargaining Agreement entered into between the County and the CSEA to incorporate both Programs into said Agreement; and

WHEREAS, our Public Health Committee and our Personnel and Insurance Committee have approved the Maplewood Manor Employee Retention Incentive Program and the Employee Referral Bonus Program, and recommended the Programs' incorporation into the Impact Bargaining Agreement executed by the County and CSEA; now, therefore, be it

RESOLVED, that this Board hereby approves the proposed Maplewood Manor Employee Retention Incentive Program and the Employee Referral Bonus Program attached hereto; and, be it further

RESOLVED, that Resolution 103-2014 is hereby amended to authorize the incorporation of the Maplewood Manor Employee Retention Incentive Program and the Employee Referral Bonus Program into the Impact Bargaining Agreement entered into between the County and the CSEA pursuant to the authority of Resolution 103-2014, and the Impact Bargaining Agreement is hereby accordingly amended to incorporate both Programs.

BUDGET IMPACT STATEMENT: Funding is available in savings in Maplewood's 2014 budget for personal services.

MAPLEWOOD MANOR EMPLOYEE RETENTION INCENTIVE PROGRAM

1) MAPLEWOOD MANOR MONTHLY INCENTIVE: If, during any given month, an employee at Maplewood Manor does not use ANY sick days (if the employee is a full-time employee) or the employee does not call out for ANY of the employee's scheduled shifts (if the employee is a part-time or per diem employee), the employee will receive a bonus of:

- (a) a half day's pay, if the employee is a part-time employee who worked less than 120 hours that month or a per diem employee who worked between 75 and 120 hours that month.
- (b) a full day's pay, if the employee is a full-time employee or a part-time or per diem employee who worked 120 hours that month or more.

2) MAPLEWOOD MANOR FULL TRANSITION PERIOD INCENTIVE (IN ADDITION TO ALL BONUS PAYMENTS UNDER THE "MONTHLY INCENTIVE"): If, between now and the transfer of ownership of Maplewood Manor, an employee at Maplewood Manor who does not use ANY sick time (if the employee is a full-time employee) or an employee does not call out for ANY of the employee's scheduled shifts (if the employee is a part-time or per diem employee), the employee will receive a bonus of...

...\$500 if a full-time employee.

...\$500 if a part-time or per diem employee and worked at least 120 hours/month on average.

...\$300 if a part-time or per diem employee and worked at least 90 hours/month on average.

...\$200 if a part-time or per diem employee and worked at least 75 hours/month on average.

These payments will be made by separate check, subject to normal payroll deductions, within twenty (20) business days of the transfer of ownership of Maplewood Manor.

Employee Referral Bonus Program

Saratoga County is always looking for great people, and you can help. If you know someone who you think would be a great addition to Maplewood Manor and they meet the qualifications for an existing opening, please follow the guidelines below. You may refer candidates who meet the qualifications to the Personnel Department using the attached Candidate Referral Form.

Any employee who makes a referral for a new employee who is hired as a full-time employee and works at the facility for four weeks (a minimum of 10 shifts in the event the person is per diem) will receive a \$50 bonus. If the new employee remains at the facility for at least twelve additional weeks, the employee who made the referral receives an additional \$450. In the event the facility changes ownership prior to the end of the additional twelve weeks, the employee who made the referral will receive \$37.50 for each week the new employee was here after the initial four weeks. (e.g. The new employee works here for twelve weeks and then the facility switches hands. The employee who made the referral will receive \$50 after the first month. The employee who made the referral will then receive an additional \$300 for the other eight weeks worked.)

The following rules apply to the referral bonus program:

1. Management, Elected Officials, the Personnel Office and the Directors of Departments are excluded from receiving referral bonuses.
2. To be eligible for an award, the referrals must be submitted to the Personnel Office and must include a County Application.
3. The first employee to refer a candidate will be the only referring employee eligible for payment for that particular candidate.
4. All candidates will be evaluated for employment consistent with the County's policies and procedures.
5. There is no limit on the number of referrals an employee makes to the facility.

Candidate Referral Form:

Job Title:

Candidate's Name:

Referral Date:

Application attached (please check box)

☐

Referring Employee's Name:

I have read and understand the Referral Program Rules.

Referring

Employee's

Signature

Date

RESOLUTION 166 - 2014

Introduced by Supervisors Daly, Barrett, Grattidge, Johnson, Lawler, Lucia and Wright

APPOINTING DIANE SERBALIK TURO AS SARATOGA COUNTY CONFLICT DEFENDER

WHEREAS, by reason of the resignation of James E. Walsh a vacancy has been created in the position of Saratoga County Conflict Defender; and

WHEREAS, Diane Serbalik Turo has been employed with the County as an Assistant Saratoga County Public Defender since 2006, defending the indigent in approximately 600 misdemeanor and felony cases per year; and

WHEREAS, our Personnel and Insurance Committee has recommended the appointment of Diane S. Turo as Saratoga County Conflict Defender; now, therefore, be it

RESOLVED, that Diane Serbalik Turo of the Town of Milton, New York, be and is hereby appointed to the position of Saratoga County Conflict Defender, part-time, for a term to expire on December 31, 2015 at the equivalent of the Grade 20 rate for 35 hours per biweekly pay period; and be it further

RESOLVED, in accordance with Resolution 120-2014, Diane Serbalik Turo shall be employed in her capacity as Conflict Defender as a contract employee of the County, and shall not be entitled to any of the standard employee benefits to which Saratoga County employees are entitled; and be it further

RESOLVED, that this Resolution shall take effect on August 29, 2014.

BUDGET IMPACT STATEMENT: No budget impact.

RESOLUTION 167 - 2014

Introduced by Supervisors Lawler, Daly, Grattidge, Johnson, Kinowski, Lewza and Richardson

AUTHORIZING THE CONTINUATION OF SARATOGA COUNTY CONSOLIDATED AGRICULTURAL DISTRICT #2, WITH MODIFICATIONS, FOR AN ADDITIONAL EIGHT YEARS, AND AUTHORIZING THE ISSUANCE OF A NEGATIVE DECLARATION UNDER SEQRA

WHEREAS, pursuant to Resolution 133-98, this Board of Supervisors approved the consolidation of Saratoga County Agricultural Districts #2, #5 and #6 into Saratoga County Consolidated Agricultural District #2 encompassing all or portions of the Towns of Ballston, Charlton, Clifton Park, Galway, Malta and Milton, and the City of Saratoga Springs; and

WHEREAS, on the petitions of interested landowners, this Board has modified the boundaries of Saratoga County Consolidated Agricultural District #2 on several occasions to include parcels owned by the requesting landowners within the District's boundaries, with the last such modification being pursuant to Resolution 18-2014; and

WHEREAS, Agriculture and Markets Law §303-a requires this Board of Supervisors to conduct a review of Saratoga County Consolidated Agricultural District #2 every eight (8) years, and to make a determination whether the District should be continued, terminated or modified; and

WHEREAS, this Board has received a petition from Donald Monica, landowner in the Town of Hadley, requesting the inclusion within the boundaries of Saratoga County Consolidated Agricultural District #2 of 76.65 acres of viable agricultural land on Harris Road, identified as Tax Parcel #46.-1-46.11, dedicated to maple production and bee keeping; and

WHEREAS, this Board has also received a petition from Timothy Monica, landowner in the Town of Hadley, requesting the inclusion within the boundaries of Saratoga County Consolidated Agricultural District #2 of: 1) 6.83 acres of viable agricultural land on Harris Road, identified as Tax Parcel #46.-1-51.2, dedicated to maple production and bee keeping; and 2) 5.48 acres of viable agricultural land on Harris Road, identified as Tax Parcel #46.-1-46.12, dedicated to maple production and bee keeping; and

WHEREAS, this Board has received a petition from Thomas Sebastian Kramlick as Co-Trustee of the Kramlick Family Trust, landowner in the Town of Ballston, requesting the removal from Saratoga County Consolidated Agricultural District #2 of 62.7 acres along New York State Route 50, identified as Tax Parcel #248.-2-14.211; and

WHEREAS, this Board has received a petition from Stanley Kelley, landowner in the Town of Ballston, requesting the removal from Saratoga County Consolidated Agricultural District #2 of 149.90 acres along Eastline Road, identified as Tax Parcel #239.-2-7.1; and

WHEREAS, the Saratoga County Agricultural and Farmland Protection Board has submitted a report to this Board recommending: 1) the inclusion of the lands of Donald Monica and the lands of Timothy Monica within the boundaries of Saratoga County Consolidated Agricultural District #2; and 2) the removal of the lands of Thomas Sebastian Kramlick and Nancy Stroup Kramlick, as Co-Trustees of the Kramlick Family Trust, and of the lands of Stanley Kelley, from Saratoga County Consolidated Agricultural District #2; and

WHEREAS, as part of its review process, this Board held a public hearing pursuant to Agricultural and Markets Law §303-a (2)(c) and Resolution 122-2014 on July 9, 2014 to receive public comment relative to the eight year review of Saratoga County Consolidated Agricultural District #2, the proposed modifications of the District's boundaries, and the recommendations of the Saratoga County Agricultural and Farmland Protection Board; and

WHEREAS, the proposed modification of Saratoga County Consolidated Agricultural District #2 ("Project") are an Unlisted Action subject to the requirements of the State Environmental Quality Review Act (SEQRA) pursuant to 6 NYCRR Part 617; and

WHEREAS, the Saratoga County Board of Supervisors has reviewed the proposed Project, including the four petitions filed and the recommendations of the Saratoga County Agricultural and Farmland Protection Board, as well as Part I of a Short Environmental Assessment form prepared for the Project and the proposed responses to Part II of said Short Environmental Assessment form; now, therefore, be it

RESOLVED, that the Saratoga County Board of Supervisors hereby finds, determines and directs that Saratoga County Consolidated Agricultural District #2 should be continued for an additional period of eight (8) years, subject to the following modifications described hereinafter; and, be it further

RESOLVED, that this Board of Supervisors hereby approves the inclusion of the lands of Donald Monica consisting of 76.65 acres on Harris Road in the Town of Hadley into Saratoga County Consolidated Agricultural District #2; and, be it further

RESOLVED, that this Board of Supervisors hereby approves the inclusion of the lands of Timothy Monica consisting of 6.83 acres and 5.48 acres on Harris Road in the Town of Hadley into Saratoga County Consolidated Agricultural District #2; and, be it further

RESOLVED, that this Board of Supervisors hereby approves the removal of the lands of Thomas Sebastian Kramlick and Nancy Stroup Kramlick as Co-Trustees of the Kramlick Family Trust, consisting of 62.7 acres on New York State Route 50 in the Town of Ballston, from Saratoga County Consolidated Agricultural District #2; and, be it further

RESOLVED, that this Board of Supervisors hereby approves the removal of the lands of Stanley Kelley, consisting of 149.90 acres on Eastline Road in the Town of Ballston, from Saratoga County Consolidated Agricultural District #2; and, be it further

RESOLVED, that based upon the Project as proposed and the responses set forth in Parts I and II of the Short Environmental Assessment form prepared for the Project, the Saratoga County Board of Supervisors hereby determines that the Project will not have a significant impact upon the environment; and be it further

RESOLVED, that the Saratoga County Board of Supervisors hereby issues a Negative Declaration for this Unlisted Action pursuant to 6 NYCRR Part 617; and be it further

RESOLVED, that the Chair of the Board be, and hereby is, authorized and directed to execute the Environmental Assessment form (a copy of which is attached hereto), indicating the proposed action will not result in any significant adverse environmental impact, and be it further

RESOLVED, that the Clerk of the Board is directed to cause a negative declaration to be filed in accordance with the requirements set forth in the applicable administrative and procedural regulations of SEQRA.

BUDGET IMPACT STATEMENT: No budget impact.

Short Environmental Assessment Form
Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Saratoga County			
Name of Action or Project: Saratoga County Consolidated Agricultural District #2 8-year review and modification			
Project Location (describe, and attach a location map): Towns of Ballston, Charlton, Clifton Park, Galway, Malta, Milton and City of Saratoga Springs			
Brief Description of Proposed Action: Saratoga County Board of Supervisors conducted the mandatory 8-year review of Consolidated Ag District #2 and received requests for inclusion of 3 parcels of predominantly viable agricultural land in the district. The board also received requests for removal of 2 parcels of land.			
Name of Applicant or Sponsor: Saratoga County Board of Supervisors		Telephone: 518-885-2240	
		E-Mail: pwright@saratogacountyny.gov	
Address: 40 McMaster Street			
City/PO: Ballston Spa		State: New York	Zip Code: 12020
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		53,464 acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		0 acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input checked="" type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input checked="" type="checkbox"/> Forest <input checked="" type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input checked="" type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input checked="" type="checkbox"/> Forest <input checked="" type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input checked="" type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>Saratoga County Board of Supervisors</u> Date: _____		
Signature: _____		

PRINT FORM

Page 3 of 3

RESOLUTION 168 - 2014

Introduced by Supervisors Lewza, Collyer, Jenkins, Martin, Raymond, Veitch and Ziegler

AUTHORIZING A ONE YEAR LEASE EXTENSION FOR THE USDA'S LEASE OF SPACE IN BUILDING #5

WHEREAS, Resolution 245-08 authorized a lease of office space in County Office Building #5 to the United States Department of Agriculture for occupancy by the USDA's Farm Service Agency through September 30, 2013; and

WHEREAS, the USDA closed its Saratoga County Office of the Farm Service Agency in 2012, and the USDA's Natural Resources Conservation Service has been utilizing the leased space formerly occupied by the Farm Services Agency; and

WHEREAS, pursuant to Resolutions 161-13 and 70-2014, this Board authorized two temporary six month extensions of the United States Department of Agriculture's current lease with the County for the term from October 1, 2013 through September 30, 2014 in order to allow the USDA to obtain the necessary federal approvals to enter into a five year lease with the County; and

WHEREAS, the USDA has requested an additional one year extension of its lease in Building #5 while it obtains the necessary federal approvals to enter into a five year renewal of its lease; and

WHEREAS, our Buildings and Grounds Committee and Commissioner of Public Works have recommended that the USDA's lease be extended for a term of one year commencing October 1, 2014 at the annual rental rate of \$20.87 sq. ft.; now, therefore, be it

RESOLVED, that the Chairman of the Board is authorized to execute a lease extension agreement with the United States Department of Agriculture for the lease of 1828 sq. ft. of office space in Saratoga County Office Building #5 at the monthly rental rate of \$3,179.20 for the term October 1, 2014 through September 30, 2015, with the form and content of such lease extension agreement being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: The rent due to the County under this one year extension represents a 3% increase over the current lease.

RESOLUTION 169 - 2014

Introduced by Supervisors Kinowski, Allen, Collyer, Lent, Lunde, Tollisen and Ziegler

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH QUALITY HEALTHCARE RESOURCES, LLC FOR THE PROVISION OF BILLING SERVICES FOR MAPLEWOOD MANOR

WHEREAS, the County's current contract with the Lancaster Group, LLC for the provision of billing services at the Maplewood Manor Nursing Home is due to expire on September 28, 2014; and

WHEREAS, Saratoga Center for Care, LLC, the party under contract to purchase Maplewood Manor, intends to retain the services of Quality Healthcare Resources, LLC to provide accounts receivable and billing services for Maplewood Manor after the closing of the sale, and has recommended that the County retain Quality Healthcare Resources, LLC to provide accounts receivable and billing services for Maplewood Manor commencing October 1, 2014 in order to facilitate the collection of accounts owed during the transition in ownership; and

WHEREAS, the Administrator of Maplewood Manor requested a proposal from Quality Healthcare Resources, LLC for the collection of accounts receivable and billing services for Maplewood Manor; and

WHEREAS, the proposal submitted by Quality Healthcare Resources, LLC offers a broad spectrum of accounts receivable collection and billing services, including, but not limited to, the implementation of "Payer Tracking" software to ensure all payers are billable, reviewing admission paperwork, reviewing Medicare/HMO eligibility and their copays, reviewing Medicaid – pending cases and re-certifications and ensuring the residents have coverage, and rebilling all rejected or uncollected claims for the ninety (90) day period prior to the commencement date of the contract; and

WHEREAS, the Administrator of Maplewood Manor believes that the services proposed by Quality Healthcare Resources, LLC will improve the collection of Maplewood Manor's accounts receivable; and

WHEREAS, our Public Health Committee has recommended that the proposal of Quality Healthcare Resources, LLC be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Quality Healthcare Resources, LLC of Lakewood, New Jersey, for the provision of accounts receivable collection and billing services for all care income at the Maplewood Manor Nursing Home for a term of one year commencing October 1, 2014, subject to a 60 day right of termination by the County, at a cost of \$2.00 per patient day up to an amount not to exceed \$14,400 per month, plus 15% of all accounts receivable pre-dating July 1, 2014 that are collected; and, be it further

RESOLVED, that the form and content of such agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: None. Funding is available in the 2014 budget, and this agreement will result in added revenue for Maplewood Manor due to the implementation of an improved Accounts Receivable program.

Introduced by Supervisors Kinowski, Allen, Collyer, Lent, Lunde, Tollisen and Ziegler

AUTHORIZING CHAIR TO ACCEPT ADDITIONAL FEDERAL AID FROM THE NEW YORK STATE DEPARTMENT OF HEALTH FOR THE IMMUNIZATION, RABIES, CHILDREN WITH SPECIAL HEALTH CARE NEEDS AND LEAD POISONING PREVENTION PROGRAMS, AND AMENDING THE 2014 BUDGET IN RELATION THERETO

WHEREAS, our Public Health Nursing Service administers various public health programs which include the Immunization Action Plan, Rabies, Children with Special Health Care Needs and Lead Poisoning Prevention Programs; and

WHEREAS, additional funding for cost of living increases is available in the amount of \$15,843 from the New York State Department of Health for these Programs;

WHEREAS, it is necessary to amend the 2014 County Budget to accept these funds; now, therefore, be it

RESOLVED, that the Chair of the Board execute all documents necessary to apply for and accept additional State Aid in the amount of \$15,843 to assist in the administration of the Immunization Action Plan, Rabies, Children with Special Health Care Needs, and Lead Poisoning Prevention Programs; and it is further

RESOLVED, that the 2014 County Budget is amended as follows:

PUBLIC HEALTH

Appropriations:

Increase Acct. #1-40-404-8550.I Central Stores Charges	\$ 808
Increase Acct. #1-40-404-8410 Advertising	\$ 2,293
Increase Acct. #1-40-411-8533 Telephone	\$ 150
Increase Acct. #1-40-411-8550.I Central Stores Charges	\$ 849
Increase Acct. #1-40-411-8560 Printing	\$ 60
Increase Acct. #1-40-406-8550.I Central Stores Charges	\$ 1,152
Increase Acct. #1-40-406-8410 Advertising	\$ 1,725
Increase Acct. #1-40-413-8533 Telephone	\$ 150
Increase Acct. #1-40-413-8540 Minor Office Equipment	\$ 800
Increase Acct. #1-40-413-8550.I Central Stores Charges	\$ 732
Increase Acct. #1-40-413-8410 Advertising	<u>\$ 7,124</u>
	\$15,843

Revenues:

Increase Acct.: #1-40-3410 State Aid - Rabies	\$ 3,101
Increase Acct.: #1-40-4483.CSHCN CSHCN Grant	\$ 1,059
Increase Acct.: #1-40-4407 Lead Screening Fed Aid	\$ 2,877
Increase Acct.: #1-40-4411 Immunization Program Fed Aid	<u>\$ 8,806</u>
	\$15,843

BUDGET IMPACT STATEMENT: None. 100% State and Federal Aid.

RESOLUTION 171 - 2014

Introduced by Supervisors Kinowski, Allen, Collyer, Lent, Lunde, Tollisen and Ziegler

AMENDING THE SARATOGA COUNTY PUBLIC HEALTH NURSING SERVICE BILLING AND COLLECTION POLICY TO AUTHORIZE THE ACCEPTANCE OF CREDIT AND DEBIT CARD PAYMENTS FOR SERVICES

WHEREAS, pursuant to Resolution 209-12, this Board approved and adopted the "Saratoga County Public Health Nursing Service Billing and Collection Policy", thereby establishing comprehensive policies and procedures for the billing and collection of reimbursement and fees pertaining to the programs administered by the Public Health Nursing Service, and establishing a fee plan for the Nursing Service; and

WHEREAS, the Acting Director of our Public Health Nursing Service has recommended that certain amendments be made to the Saratoga County Public Health Nursing Service Billing and Collection Policy to authorize the acceptance

of payment for services provided by debit or credit card, and establishing confidentiality requirements with respect to debit and credit card account information; and

WHEREAS, our Public Health Committee has reviewed and approved the amendments proposed by the Acting Director to the Saratoga County Public Health Nursing Service Billing and Collection Policy, and said amended Policy provisions 5.0, 7.0 and 8.0 are attached hereto; now, therefore, be it

RESOLVED, that this Board of Supervisors hereby approves and adopts the attached amended Sections 5.0, 7.0 and 8.0 to the "Saratoga County Public Health Nursing Service Billing and Collection Policy" authorizing the acceptance of payment for services provided by debit or credit card, and establishing confidentiality requirements with respect to debit and credit card account information, and said amended Sections are hereby incorporated into the Policy.

BUDGET IMPACT STATEMENT: No budget impact.



SARATOGA COUNTY PUBLIC HEALTH NURSING SERVICE
31 Woodlawn Avenue, Suite 1, Saratoga Springs, NY 12866-2198
Telephone: (518) 584-7460 Fax: (518) 583-1202/ (518) 583-2498/ (518) 693-7389
www.saratogacountyny.gov

Billing and Collection 5.0:

Credit Card Acceptance and Confidentiality Statement

As a member of the staff of Saratoga County Public Health, I acknowledge that in the course of my employment I may have access to personal, proprietary, transaction-specific, and /or otherwise confidential data concerning, staff and patients through the processing of credit card transactions. As an individual with responsibilities for processing, storing and/or transmitting credit card data, I may have direct access to sensitive and confidential information in paper or electronic format. To protect the integrity and the security of the systems and processes as well as the personal and proprietary data of those to whom Public Health provides service, and to preserve and maximize the effectiveness of Public Health's resources, I agree to the following:

- I will maintain the confidentiality of my password and will not disclose it to anyone.
- I will utilize credit card data for Public Health business purposes only.
- I have been provided a copy of Public Health's Policy for Accepting Credit Card and eCommerce Payments regarding the proper storing, protection, and disposal of such confidential data and I will ensure that any such data is shredded or otherwise disposed of as per approved office policy when no longer needed.

I have read, understand, and agree to abide by Public Health's Policy for Accepting Credit Card and eCommerce Payments. Any violations to this Policy will be grounds for disciplinary action up to and including termination of employment from Saratoga County. Any violation of the confidentiality policy may result in a referral for criminal prosecution.

Name (Print): _____ Employee ID #: _____

Signature: _____ Date: _____

Department: _____ Supervisor: _____

Employee ID#: _____ Date: _____

Attachments:

Policy for Accepting Credit Card and eCommerce Payments

CATHI DUNCAN, RN, BSN
ACTING DIRECTOR OF PUBLIC HEALTH
DIRECTOR OF PATIENT SERVICES
EARLY INTERVENTION OFFICIAL

MICHELLE RICHARDSON
FISCAL MANAGER

PRISCILLA WHEELER, SPHN
PREVENTION

ERIN MURRAY, SPHN
HOME HEALTH CARE

PAT GIRARD, SPHN
HOME HEALTH CARE

LORI PITCHERALLE, SPHN
QUALITY ASSURANCE

Our mission: To assess, improve and monitor the health status of our community.

SARATOGA COUNTY PUBLIC HEALTH NURSING SERVICE**SUBJECT: ACCEPTING CREDIT CARD AND eCOMMERCE PAYMENTS****A. PURPOSE:**

Notice of Privacy Practices, such as HIPAA, requires that confidential information be safeguarded at all times and be used only for legitimate business purposes. SCPHNS employees will protect all patient personal information.

B. POLICY:

All designated employees who will handle debit/credit card payment transactions for Saratoga County Public Health Nursing Service (SCPHNS) will be trained on how to maintain and protect confidential information according to the Privacy Act Statement & Notice of Privacy Practices in SCPHNS Business relationships.

C. PROCEDURE:

- A. SCPHNS Fiscal Manager will train all designated employees who will handle debit/credit card payment transactions that are conducted for on-site or off-site clinics and home visits. The training will cover the following information:
1. SCPHNS designated staff employees will collect only the personal information that is necessary to conduct debit/credit card payment transactions. The credit card information will be directly entered into the Credit Card website (Gov-Pay.com) or the credit/debit card will be swiped by the patient into the PIN Pad machine. The employee will not record or store any credit card information that is provided by the client.
 2. Should the website or lack of internet connection prevent the completion of the payment transaction; the SCPHNS employees will advise the patient to wait until the connection is available and try again.
 3. Designated SCPHNS employees will maintain the confidentiality of his/her password and will not disclose it to anyone.
 4. A receipt of the credit/debit transaction will be printed from either the website or PIN Pad and provided to the patient either in person or by mail.
 5. A copy of the credit/debit transaction receipt will be attached to the Consent for Treatment, Payment & Health Care Operations (either Home Care: Billing & Claiming 1.0 or Prevention Division: Billing & Claiming form 2.0, as applicable) will be stored in a locked file cabinet on SCPHNS premises.
 6. SCPHNS employees will maintain security controls to ensure that member information stored on our premises and in our files and computers is protected.
 7. Designated SCPHNS employees will properly store, protect and dispose of such confidential data by shredding and incineration when no longer needed.
 8. SCPHNS takes measures to limit employee access to confidential information on a "need-to-know" basis and makes every effort to ensure that financial information is maintained in an accurate and up-to-date manner. SCPHNS educates employees about the importance of confidentiality and member privacy through standard operating procedures, special training programs and SPHNS's dedication to operating in an ethical environment.
 9. Saratoga County provides secure computer data networks that are protected by industry standard firewalls and password protection systems.

SARATOGA COUNTY PUBLIC HEALTH NURSING SERVICE**SUBJECT: ACCEPTING CREDIT CARD AND eCOMMERCE PAYMENTS****B. MAINTAINING PATIENT PRIVACY IN SCPHNS BUSINESS RELATIONSHIPS**

1. SPHNS employee will not use for personal gains and will not sell or share patients personal information with a third party for the third party's own independent use. However, SCPHNS contracts with outside vendors and other business partners to perform specific services for SCPIINS. SCPIINS requires these vendors to honor and safeguard the information that is provided to them and to follow strict confidentiality requirements.
2. Information such as specific transaction and account data may be disclosed to a third party service provider, such as credit card information, for purposes of completing a member transaction such as a payment for patient services.
3. Each patient who chooses to pay with Debit/Credit card will be provided with a copy of the Debit/Credit Card Disclosure Statement: Billing and Collection 7.0. Patients are instructed to call SCPHNS, should he/she believe that their personal information has been compromised. The Director of Public Health will conduct an investigation into the problem. Appropriate measures will be taken to rectify the problem.
4. Designated SCPHNS employee will sign the Credit Card Acceptance and Confidentiality Statement after the training is completed. The employee will understand that any violations to this Policy will be grounds for disciplinary actions up to and including termination of employment from Saratoga County. Any violation of this policy may result in a referral for criminal prosecution. These statements will be kept on file by the Director of Public Health.



SARATOGA COUNTY PUBLIC HEALTH NURSING SERVICE
 31 Woodlawn Avenue, Suite 1, Saratoga Springs, NY 12866-2198
 Telephone: (518) 584-7460 Fax: (518) 583-1202/ (518) 583-2498/ (518) 693-7389
www.saratogacountyny.gov

DEBIT/CREDIT CARD DISCLOSURE STATEMENT: Billing and Collection 7.0

PRIVACY POLICY

Saratoga County Public Health Nursing Service Privacy Statement

In recognition of our patients' expectation of privacy, Saratoga County Public Health Nursing Service (SCPHNS) has adopted the following privacy policy.

SCPHNS will collect only the personal information that is necessary to conduct our business. That means just what is necessary to provide the best financial products and services – no more. We may collect information from the following sources:

- Information about the member's transactions with non-affiliated third parties;

SCPHNS will protect your personal information. We will maintain security controls to ensure that member information stored on our premises and in our files and computers is protected.

Patient privacy acts, such as HIPAA, requires that confidential information be safeguarded at all times and be used only for legitimate business purposes.

SCPHNS takes measures to limit employee access to confidential information on a "need-to-know" basis and makes every effort to ensure that financial information is maintained in an accurate and up-to-date manner. We educate our employees about the importance of confidentiality and member privacy through standard operating procedures, special training programs and SPHNS's dedication to operating in an ethical environment.

Maintaining Patient Privacy in our Business Relationships

SPHNS will not sell or share patient personal information with a third party for the third party's own independent use. However, SCPHNS contracts with outside vendors and other business partners to perform specific services for SCPHNS. We require these vendors to honor and safeguard the information we provide them and to follow strict confidentiality requirements.

Information such as specific transaction and account data may be disclosed to a third party service provider, such as credit card information, for purposes of completing a member transaction such as a payment for patient services.

If you have any reason to believe that your personal information retained at Saratoga County Public Health Nursing Service is incorrect, please call us at 518-584-7460. We will investigate the problem and, if applicable, update SCPHNS records.

8/08/14

CATHI DUNCAN, RN, BSN
 ACTING DIRECTOR OF PUBLIC HEALTH
 DIRECTOR OF PATIENT SERVICES
 EARLY INTERVENTION OFFICIAL

MICHELLE RICHARDSON
 FISCAL MANAGER

PRISCILLA WHEELER, SPHN
 PREVENTION

ERIN MURRAY, SPHN
 HOME HEALTH CARE

PAT GIRARD, SPHN
 HOME HEALTH CARE

LORI PITCHERALLE, SPHN
 QUALITY ASSURANCE

Our mission: To assess, improve and monitor the health status of our community.



SARATOGA COUNTY PUBLIC HEALTH NURSING SERVICE
 31 Woodlawn Avenue, Suite 1, Saratoga Springs, NY 12866-2198
 Telephone: (518) 584-7460 Fax: (518)583-12020 / (518)583-2498 / (518)693-7389
www.saratogacountyny.gov

Billing and Collection 8.0:

Public Health Payment Acceptance Procedure

Home Visit Nursing procedure for the acceptance of payment

1. At the time of scheduling the patient, or patient's family member, will be informed of the fee of the PRI, which will be due at the time of the visit. Patient may pay by cash, check or debit/credit card. If patient wishes to pay by debit/credit card, the staff member will advise patient there is an additional fee charged by the debit/credit card company in addition to the fee for the service.
2. At the beginning of the visit, the nurse will request payment. If no payment is available, the nurse will reschedule the visit.
3. If the service is to be paid by cash or check, the nurse will fill out a duplicate receipt, the original of which will be given to the patient. The receipt will include the patient's name, medical record number, service, and amount paid. The nurse will sign the receipt. The receipt will be placed in the bank bag.
4. The nurse will place the payment, if check or cash, in a bank bag and return the payment to the office after the appointment.
5. If the service is to be paid by debit/credit card. The patient will be given a Debit/Credit Card Disclosure Statement: Billing and Collection 7.0. The nurse will assist the patient to call the office and ask for one of the authorized billing staff members (Sr. Account Clerk, Account Clerk Typist, or Fiscal Manager in the billing department). The authorized billing staff members will have signed the *Credit Card Acceptance and Confidentiality Statement*: Billing and Collection 5.0
6. The authorized billing staff member will log in to the secure site, or use a PIN pad provided by the credit card vendor, and take the relevant information from the patient. The staff member will not write the patient's confidential information on paper, but will enter the information directly into the secure site, or PIN pad. Once the transaction has been verified as approved the billing staff member will ask to speak to the nurse so that he or she may write the confirmation on the receipt. The billing staff member will print the confirmation from the secured site. The nurse will provide a duplicate receipt to the patient which shall contain the same information as above in step 3. The original receipt will be stapled to the printed confirmation from billing.
7. The nurse will deliver the bank bag to a member of the billing staff for deposit. If no billing staff member is available to receive the bank bag, the nurse will give the bag to a supervisor. The supervisor will lock the bag in the safe.

Prevention On-site clinics procedure for the acceptance of payment

1. At the time an appointment is scheduled, or at the time a patient is a walk-in to a clinic, the Public Health staff member will contact the patient's insurance company to determine patient responsibility.
2. The staff member will inform the patient of their financial responsibility and request patient to make payment. Patient will be advised we accept cash, check or debit/credit card.

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3. If the patient wishes to pay by debit/credit card, the patient will be informed that an additional fee will be charged along with the fee for the service to be provided. The patient will be given a Debit/Credit Card Disclosure Statement: Billing and Collection 7.0.
4. The patient will swipe his or her card on the PIN pad. No clinic staff member shall handle a patient's debit/credit card. At approval, two receipts will be printed, one for the patient to sign and to be kept for Public Health's records, and one copy to be given to the patient.
5. For cash and check payments the patient will be given a receipt, a copy of which will go to the billing department along with the payments collected. For credit card payments, the receipt will be placed in the cash drawer, see Cash Drawer Procedure: Billing and Collection 6.0.
6. All forms of payment will be delivered to the billing department after the cash drawer has been verified.

Prevention Off-site clinics procedure for the acceptance of payment

1. The clinic staff member will inform the patient of any patient responsibility, if known, and request payment.
2. Patient will be advised we accept cash, check or debit/credit card. If the patient wishes to pay by debit/credit card, the patient will be informed that an additional fee will be charged along with the fee for the service to be provided. The patient will be given a Debit/Credit Card Disclosure Statement: Billing and Collection 7.0.
3. Only persons who have signed the *Credit Card Acceptance and Confidentiality Statement: Billing and Collection 5.0*, will be authorized to accept credit/debit card payments at off-site clinics.
4. The authorized staff member will log in to the secure site, and take the relevant information from the patient. The staff member will not write the patient's confidential information on paper, but will enter the information directly into the secure site. Once the transaction has been verified as approved, the authorized staff member will print two copies of the payment confirmation from the secure site.
5. All forms of payments, including copies of the printed authorization for credit/debit card payments, and duplicate receipts for cash/check payments will be placed in the cash drawer, see Cash Drawer Procedure: Billing and Collection 6.0. All forms of payment will be delivered to an authorized billing staff member after the cash drawer has been verified.

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RESOLUTION 172 - 2014

Introduced by Supervisors Kinowski, Allen, Collyer, Lent, Lunde, Tollisen and Ziegler

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN INTERMUNICIPAL AGREEMENT WITH WASHINGTON COUNTY FOR THE PROVISION OF TB TREATMENT AND SERVICES TO WASHINGTON COUNTY RESIDENTS WHO ARE REFERRED TO OUR PUBLIC HEALTH TB CLINIC

WHEREAS, several Washington County residents have been diagnosed with tuberculosis (TB) this year; and

WHEREAS, TB is an infectious disease which if not properly treated can be fatal; and

WHEREAS, the Washington County Public Health Nursing Service does not have an infectious disease specialist on staff, and lacks the expertise and resources to properly treat those Washington County residents diagnosed with TB; and

WHEREAS, the Saratoga County Public Health Nursing Service operates a TB Clinic staffed by a physician and nurse with the experience and qualifications needed to treat clients suffering from TB; and

WHEREAS, the County of Washington has proposed entering into an intermunicipal agreement with the County authorizing those clients of the Washington County Public Health Nursing Service suffering from TB to obtain treatment and necessary monitoring of their disease at the Saratoga County Public Health Nursing Service's TB clinic; and

WHEREAS, our Public Health Committee and the Acting Director of the Public Health Nursing Service have recommended that the County enter into an intermunicipal agreement with the County of Washington providing for the treatment and monitoring of individuals referred by the Washington County Public Health Nursing Service to the Saratoga County Public Health Nursing Services' TB Clinic; now, therefore, be it

RESOLVED, the Chair of the Board is authorized to execute an intermunicipal agreement with the County of Washington authorizing Washington County residents suffering from TB who are referred by the Washington County Public Health Nursing Service to obtain treatment and appropriate monitoring services on a monthly basis at the Saratoga County Public Health Nursing Service's TB Clinic, at a cost to the County of Washington of \$233.67 per clinic visit with the TB physician and \$56.44 per clinic visit with the TB nurse, with said agreement to commence effective as of June 1, 2014; and, be it further

RESOLVED, that the form and content of such intermunicipal agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: The Saratoga County Public Health Nursing Service will receive \$233.67 per clinic visit with our TB physician and \$56.44 per clinic visit with our TB nurse.

RESOLUTION 173 - 2014

Introduced by Supervisors Barrett, Johnson, Lent, Peck, Veitch, Wood and Wright

AUTHORIZING THE CHAIRMAN TO ENTER INTO A FOOD SERVICES CONTRACT WITH THE NYS DEPARTMENT OF CORRECTIONAL SERVICES AND COMMUNITY SUPERVISION OFFICE OF NUTRITIONAL SERVICES

WHEREAS, the New York State Department of Correctional Services operates its Office of Nutritional Services (DOCCS-NS) on the grounds of the Mohawk Correctional Facility in Rome, New York; and

WHEREAS, food products produced by DOCCS-NS are delivered to all of the facilities operated by DOCCS for the purpose of feeding the State inmate population; and

WHEREAS, the Saratoga County Sheriff's Department has been exploring ways to cut its food service costs at the Saratoga County Correctional Facility while maintaining the provision of tasty and wholesome food to the inmate population; and

WHEREAS, the Saratoga County Sheriff requested a proposal from DOCCS-NS for the provision of food products for the inmate population at the Saratoga County Correctional Facility; and

WHEREAS, the Saratoga County Sheriff considers the food products prepared by DOCCS-NS to be a preferred and cost-effective means of supplying nutritious food to the County inmate population; and

WHEREAS, the production of food products by DOCCS-NS for use by county correctional facilities is consistent with Correction Law §§170 and 184; and

WHEREAS, our Public Safety Committee has recommended that the proposal of DOCCS-NS be accepted, and that a contract for the provision of food products to the Saratoga County Correctional Facility be awarded to DOCCS-NS; now, therefore, be it

RESOLVED, that the Chair of the Board is hereby authorized to execute an agreement with the New York State Department of Correctional Services and Community Supervision Office of Nutritional Services (DOCCS-NS) for the provision of food products to the Saratoga County Correctional Facility at a cost for said food products to be established by DOCCS-NS on a quarterly basis; and be it further

RESOLVED, that this agreement shall be effective as of the date it is approved by both the New York State Attorney General and the New York State Comptroller, and shall continue for a term of five years from said date; and, be it further

RESOLVED, that the form and content of such agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: The anticipated annual savings at the County Correctional Facility are \$75,000 in food service costs.

RESOLUTION 174 - 2014

Introduced by Supervisors Barrett, Johnson, Lent, Peck, Veitch, Wood and Wright

AUTHORIZING ACCEPTANCE OF A DOMESTIC VIOLENCE PROSECUTION GRANT FROM THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES

WHEREAS, a grant in the amount of \$38,100 is available from the New York State Division of Criminal Justice Services for the purpose of providing salary support to the District Attorney's Office for the prosecution of domestic violence cases; and

WHEREAS, the acceptance of this Violence Against Women Grant requires our approval; now therefore, be it

RESOLVED, that the Chair of the Board and/or the County Administrator execute all documents necessary to apply for and accept a New York State Division of Criminal Justice Services grant in the amount of \$38,100 to assist the District Attorney's Office in prosecuting domestic violence cases.

BUDGET IMPACT STATEMENT: This amount represents a \$900 (2%) decrease in funding from the 2013 funding amount.

RESOLUTION 175 - 2014

Introduced by Supervisors Barrett, Johnson, Lent, Peck, Veitch, Wood and Wright

ACCEPTING AN AID TO PROSECUTION GRANT FOR THE DISTRICT ATTORNEY'S OFFICE

WHEREAS, the State has established an anti-crime program to strengthen local governments' efforts to combat crime; and

WHEREAS, the State Division of Criminal Justice Services (DCJS) has offered an Aid to Prosecution Grant for the 2014 State fiscal year to provide salary support to the District Attorney's Office for the prosecution of violent crimes; and

WHEREAS, the State DCJS now requests County approval authorizing the acceptance of this grant; now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors and/or the County Administrator is authorized, on behalf of the office of the District Attorney, to execute all necessary documents with the State Division of Criminal Justice Services for the acceptance of an Aid to Prosecution Grant in the amount of \$41,300, with the form and content of such documents being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact. 100% State Aid.

RESOLUTION 176 - 2014

Introduced by Supervisors Barrett, Johnson, Lent, Peck, Veitch, Wood and Wright

AUTHORIZING ACCEPTANCE OF AN EMERGENCY MANAGEMENT PERFORMANCE GRANT FROM THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES

WHEREAS, an Emergency Management Performance Grant is available from New York State Division of Homeland Security and Emergency Services in the amount of \$87,877; and

WHEREAS, our Office of Emergency Services proposes to utilize these funds for radio maintenance, responder safety, interoperable communications, training and education, employee salaries and target hardening of the County's Emergency Operations Center; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute any and all documents necessary to apply for and accept a Emergency Management Performance Grant in the amount of \$87,877 from the New York State Division of Homeland Security and Emergency Services, with the form and substance of such documents being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: 100% State Aid.

RESOLUTION 177 - 2014

Introduced by Supervisors Barrett, Johnson, Lent, Peck, Veitch, Wood and Wright

AMENDING THE 2014 COUNTY BUDGET TO REAPPROPRIATE \$61,914.15 IN EXPENSES AND REVENUES UNDER EMERGENCY SERVICES TO PURCHASE RADIO EQUIPMENT FOR THE SHERIFF'S MOBILE COMMUNICATIONS VEHICLE

WHEREAS, \$36,513.12 in unexpended funds from a 2009 Member Item Grant for emergency radios, and \$25,401.03 in unexpended funds from a New York State Homeland Security Program (SHSP) Grant accepted pursuant to Resolution 90-11 for the purchase of various emergency response and other homeland security equipment, need to be reappropriated to the 2014 County Budget; and

WHEREAS, our Office of Emergency Services has received authorization from the New York State Office of Homeland Security to amend the original spending plan for said SHSP Grant funds to designate said unexpended SHSP grant funds for the purchase of radio equipment for the Saratoga County Sheriff's Mobile Communications Vehicle; and

WHEREAS, an amendment to the 2014 Saratoga County Budget is needed to reappropriate said unexpended funds; now, therefore, be it

RESOLVED, that the 2014 County Budget is amended as follows:

EMERGENCY SERVICES:

Appropriations:

Increase Acct.: #1-36-363-7051 Communications Equipment	\$36,513.12
Increase Acct.: #1-36-366-7051B Communications Equipment B	\$25,401.03
	\$61,914.15

Revenues:

Increase Acct.: #1-36-3306 Homeland Security	\$25,401.03
Increase Acct.: #1-36-3086 Legislative Grant	\$36,513.12
	\$61,914.15

BUDGET IMPACT STATEMENT: The revenue associated with this amendment is from a previously approved member item and Homeland Security grant.

RESOLUTION 178 - 2014

Introduced by Supervisors Lucia, Allen, Jenkins, Lunde, Martin, Tollisen and Wood

AUTHORIZING AN AGREEMENT BETWEEN THE OFFICE FOR THE AGING AND THE VETERANS SERVICES AGENCY FOR THE PURCHASE OF A VAN FOR THE TRANSPORTATION OF VETERANS

WHEREAS, the Saratoga County Veterans Services Agency maintains a van for the transportation of veterans to various appointments and activities; and

WHEREAS, the Agency's van has been driven in excess of 180,000 miles and is in need of replacement; and

WHEREAS, many of the veterans utilizing the van are senior citizens, and they find the current van difficult to get in and out of; and

WHEREAS, the Veterans Services Agency has identified a replacement 14 passenger van that it can purchase on State contract at a cost not to exceed \$45,000; and

WHEREAS, our Office for the Aging has identified New York State Community Services for the Elderly (CSE) Program funds that can be used to reimburse 75% of the costs of purchasing the van; and

WHEREAS, our Veterans Services Agency can pay the remaining 25% of the costs of purchasing the van through savings in personnel costs realized this year; and

WHEREAS, in order to access CSE reimbursement, it is necessary for our Office for the Aging and our Veterans Services Agency to enter into an agreement setting forth the details of their agreement to fund the van's purchase; now, therefore, be it

RESOLVED, that the Director of the Saratoga County Veterans Services Agency and the Director of the Saratoga County Office for the Aging are hereby authorized to enter into an agreement between the Veterans Services Agency and the Office for the Aging providing for the purchase of a 14 passenger van for the Veterans Services Agency, on State contract, at a cost not to exceed \$45,000, with 25% of said cost to be paid by the Veterans Services Agency and 75% of said costs to be paid by the Office for the Aging, who shall then apply to the New York State Community Services for the Elderly (CSE) Program for reimbursement of said 75% share; and, be it further

RESOLVED, that the form and content of such agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: None. The Office of the Aging's 75% share will be reimbursed by the State, and the Veterans Services Agency's 25% share is available in the Agency's 2014 operating budget.

RESOLUTION 179 - 2014

Introduced by Supervisors Lucia, Allen, Jenkins, Lunde, Martin, Tollisen and Wood

AUTHORIZING THE CHAIRMAN TO ENTER INTO A REVENUE CONTRACT WITH VNSNY CHOICE FOR THE REIMBURSEMENT OF HOME DELIVERED MEALS TO DUAL-ELIGIBLE MEDICAID AND MEDICARE CLIENTS OF THE OFFICE FOR THE AGING

WHEREAS, as part of the State Medicaid Redesign Team's efforts to push social services into managed care models, the State has requested that the County enter into a contract with VNSNY Choice, a managed care agency, to provide home-delivered meals to dual eligible Medicare and Medicaid clients who receive healthcare services through VNSNY Choice; and

WHEREAS, VNSNY Choice proposes to reimburse the County at the rate of \$8.75 per meal delivered; and

WHEREAS, the County currently has a contract with Prestige Services, Inc. to provide meals to senior citizens participating in our Office for the Aging's Elderly Nutrition Program at a cost to the County of \$6.30 per meal in 2014; and

WHEREAS, the County will utilize the meal delivery services of Prestige Services, Inc. to provide meals to dual eligible clients of VNSNY Choice, netting the County a profit of approximately \$2.45 per meal delivered in 2014; and

WHEREAS, our Social Programs Committee and the Director of our Office for the Aging have recommended that the County enter into a contract with VNSNY Choice to provide meals to dual eligible clients of VNSNY Choice at a cost of \$8.75 per meal; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with VNSNY Choice of New York, New York, for the provision of home-delivered meals by the County to dual-eligible Medicaid and Medicare clients of VNSNY Choice at a cost to be paid by VNSNY Choice to the County of \$8.75 per meal, with the form and content of such agreement being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: The County will be reimbursed \$8.75 per meal under this agreement.

RESOLUTION 180 - 2014

Introduced by Supervisors Lucia, Allen, Jenkins, Lunde, Martin, Tollisen and Wood

AUTHORIZING THE ACCEPTANCE OF A BALANCING INITIATIVE PROGRAM GRANT TO BE UTILIZED BY THE OFFICE FOR THE AGING TO INCREASE ACCESS TO NON-INSTITUTIONAL COMMUNITY-BASED LONG-TERM SERVICES AND SUPPORTS, AND AMENDING THE BUDGET IN RELATION THERETO

WHEREAS, the Balancing Initiative Program (BIP) is a federal initiative authorizing grants to states to increase access to non-institutional community-based long-term services and supports; and

WHEREAS, New York State was awarded \$598.7 million through BIP, a portion of which grant the State will use to strengthen and expand NY Connects, an information and referral service largely operated by local offices for the aging; and

WHEREAS, Saratoga County is eligible to receive \$392,049 in BIP grant funding from the New York State Office for the Aging, which must be spent in infrastructure improvements and staffing functions by September 30, 2015; and

WHEREAS, our Office for the Aging proposes to utilize said BIP grant funding to fund a new position of Aging Services Specialist who will serve as the County's NY Connects Coordinator, and to undertake infrastructure improvements which will include the purchase of a new phone system, server upgrades, computer workstations, upgraded internet access, and tablets or laptops for staff to use while working in the field; and

WHEREAS, the acceptance of this BIP grant requires our approval and an amendment to the 2014 Saratoga County Budget; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute any and all applications, agreements and other documents necessary to accept a \$392,049 Balancing Initiative Program grant from the New York State Office of the Aging; and be it further

RESOLVED, that the 2014 Saratoga County Budget is amended as follows:

OFFICE FOR THE AGING:

Appropriations:

Increase Acct.: #1-76-000-6576 Aging Service Specialist	\$ 20,845
Increase Acct.: #1-76-000-6696.p Temporary Clerk	\$ 9,982
Increase Acct.: #1-76-000-7010 Furniture & Furnishings	\$ 2,000
Increase Acct.: #1-76-000-7033 Personal Computers	\$ 47,193
Increase Acct.: #1-76-000-8170.I Inter-Dept Mgt Services	\$ 82,000
Increase Acct.: #1-76-000-8190 Other Professional Srv	\$ 9,000
Increase Acct.: #1-76-000-8512 Conference Fees	\$ 1,000
Increase Acct.: #1-76-000-8512.ML Conference Meals & Lodging	\$ 755
Increase Acct.: #1-76-000-8512.T Conference Transportation	<u>\$ 1,015</u>
	\$173,790

Revenues:

Increase Acct.: #1-76-3774 NY Connects	\$173,790
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BUDGET IMPACT STATEMENT: None. 100% State Aid.

RESOLUTION 181 - 2014

Introduced by Supervisors Lucia, Allen, Jenkins, Lunde, Martin, Tollisen and Wood

INCREASING AND ESTABLISHING THE PRESCHOOL SPECIAL EDUCATION PROGRAM RATE FOR "RELATED SERVICES" TO \$45 PER HALF-HOUR INDIVIDUAL SESSION COMMENCING JULY 1, 2015

WHEREAS, the County administers a State-mandated Pre-School Special Education Program for children with special needs, for which the State reimburses the County 59.5% of the County's costs; and

WHEREAS, under the County's Pre-School Special Education Program, the County contracts with various service providers to provide "related services" to children with special needs, which services include : speech-language pathology; audiology; interpreting, psychological and counseling services, and physical and occupational therapy; and

WHEREAS, since the 1980's, the County has paid service providers providing "related services" at the rate of \$35 per half-hour session for both individual and group sessions; and

WHEREAS, said service providers have requested an increase in the rate they are paid for individual and group sessions; and

WHEREAS, the statewide average rate paid to “related services” providers for individual sessions is \$48 per half-hour session and \$36 per half-hour group session; and

WHEREAS, our Social Programs Committee has determined that an increase in the rate paid to “related services” providers for individual sessions to \$45 per half-hour session is appropriate and desirable, and that that rate paid for group sessions should remain at \$35 per half-hour session; now, therefore, be it

RESOLVED, that the Pre-School Special Education Program rate paid by the County for “related services” provided to children with special needs is hereby increased from \$35 to \$45 per individual half-hour session effective as of the commencement of the 2015-2016 school year on July 1, 2015; and, be it further

RESOLVED, that the Pre-School Special Education Program rate paid by the County for “related services” provided to children with special needs in a group session shall remain and continue at \$35 per half-hour session until modified by this Board.

BUDGET IMPACT STATEMENT: This rate increase will result in an estimated \$150,000 increase in County’s annual expenditure for PSE related services.

RESOLUTION 182 - 2014

Introduced by Supervisors Veitch, Collyer, Daly, Grattidge, Kinowski, Lewza and Wright

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH STILSING ELECTRIC, INC. FOR ELECTRICAL CONSTRUCTION SERVICES REQUIRED TO UPGRADE THE SARATOGA COUNTY SEWER DISTRICT NO. 1’S MILTON PUMP STATION

WHEREAS, the 2014 Capital Budget approved by this Board for Saratoga County Sewer District No. 1 includes planned upgrades to the Sewer District’s Milton Pump Station; and

WHEREAS, these planned upgrades include replacing existing aging infrastructure and installing new septage receiving equipment; and

WHEREAS, the Saratoga County Sewer District Commission solicited and received competitive bids for electrical construction services for the foregoing Milton Pump Station upgrades; and

WHEREAS, the Sewer District Commission and the Sewer District’s Executive Director have recommended that a contract for the electrical construction services for the Sewer District’s Milton Pump Station upgrades be awarded to Stilsing Electric, Inc. of Rensselaer, New York, the lowest bidder on the contract; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Stilsing Electric, Inc. of Rensselaer, New York, for electrical construction services for planned upgrades to the Saratoga County Sewer District No. 1 Milton Pump Station included in the Sewer District’s 2014 Capital Budget, at a cost not to exceed \$222,735, with the form and content of such agreement being subject to the approval of the County Attorney

BUDGET IMPACT STATEMENT: None. Funding is available in the Sewer District’s 2014 Capital Budget.

RESOLUTION 183 - 2014

Introduced by Supervisors Veitch, Collyer, Daly, Grattidge, Kinowski, Lewza and Wright

AUTHORIZING BLANKET OFFICIAL UNDERTAKING FOR COUNTY OFFICERS REQUIRED BY LAW TO EXECUTE AND FILE OFFICIAL UNDERTAKINGS

WHEREAS, certain County Officers are required to execute and file undertakings by reason of certain provisions of the County Law; and

WHEREAS, Public Officers Law §11 allows for the substitution of a blanket undertaking for such individual undertakings; and

WHEREAS, the County of Saratoga has in effect a blanket undertaking for all County Officers required by law to execute and file undertakings; and

WHEREAS, said blanket undertaking provides coverage for the failure of said officers to faithfully perform their duties or to account for all moneys or property received by them by virtue of their positions, and for their fraudulent or dishonest acts; and

WHEREAS, Public Officers Law §11 requires this Board to approve the blanket undertaking as to form and sufficiency of coverage; now, therefore, be it

RESOLVED, that the Board approves a blanket undertaking issued as Policy Number 104097632 by Travelers Insurance Company in the amount of \$1,000,000.00 (One Million and 00/100) coverage for all County officers and employees, and providing employee dishonesty coverage and faithful performance of duty coverage for said officers and employees as required by Public Officers Law §11, with an appropriate deductible established at the time of the purchase of the policy in accordance with the usual practice of the County; and, be it further

RESOLVED, that a certified copy of this Resolution be attached to said blanket undertaking and a copy thereof be filed in the Office of the County Clerk.

BUDGET IMPACT STATEMENT: No budget impact.

On a motion by Mr. Vetich, seconded by Mr. Wood Resolution No. 184 of 2014 was adopted by a unanimous vote.

RESOLUTION 184 - 2014

Introduced by Supervisors Veitch, Collyer, Daly, Grattidge, Kinowski, Lewza and Wright

APPROVING THE ISSUANCE BY THE SARATOGA COUNTY WATER AUTHORITY OF REVENUE BONDS, SERIES 2014, IN THE AGGREGATE PRINCIPAL AMOUNT OF \$5,500,000 FOR THE PURPOSE OF FINANCING THE CONSTRUCTION OF NECESSARY UPGRADES TO THE SARATOGA COUNTY WATER AUTHORITY'S WATER PLANT AND SYSTEM

WHEREAS, the Saratoga County Water Authority (SCWA) is undertaking necessary upgrades to its Water Plant and System located at 260 Butler Road, in the Town of Moreau, State of New York, which upgrades include the construction of a 2,600 square feet building, piping, valving, chemical feed, control and electrical improvements that will incorporate Granular Activated Carbon to treat the water for removal of organics in order to meet the Stage 1 and 2 Disinfection By-Products Rules of the Safe Drinking Water Act; and

WHEREAS, the SCWA proposes to issue Saratoga County Water Authority Service Agreement Revenue Bonds, Series 2014, (the "2014 Bonds") in an aggregate face amount not to exceed \$5,500,000 to: 1) finance a portion of the construction costs of certain upgrades to the 2008 County Water System Project (the "Water Project") and a portion of the cost of construction of a wastewater outfall project (the "IDA Project") in order to comply with certain Governmental Requirements (as defined by the Service Agreement); 2) fund a debt service reserve fund to its requirement; 3) pay interest on the 2014 Bonds through June 1, 2015; and 4) pay the related costs of issuance of the 2014 Bonds; and

WHEREAS, the Bonds will be qualified 501(c)(3) tax-exempt municipal bonds, and will be deemed "private activity bonds" for purposes of the Internal Revenue Code of 1986 ("IRC"); and

WHEREAS, pursuant to Section 147(f) of the IRC, the issuance of the 2014 Bonds must be approved by the applicable elected representative of the SCWA; and

WHEREAS, the Saratoga County Board of Supervisors is the applicable elected representative of the SCWA for purposes of Section 147(f) of the IRC, and the SCWA has requested that this Board approve SCWA's issuance of the 2014 Bonds; and

WHEREAS, pursuant to Section 147(f) of the IRC, the SCWA, following notice duly given, held a public hearing on August 13, 2014 at 10:00 a.m. regarding issuance of the 2014 Bonds, in which interested persons were provided an opportunity to present arguments both for and against the issuance of the Bonds; and

WHEREAS, it is intended that this resolution shall constitute the approval of the issuance of the 2014 Bonds required by Section 147(f) of the IRC;

NOW, THEREFORE, BE IT RESOLVED, by the Saratoga County Board of Supervisors as follows:

Section 1. The above recitals are true and correct.

Section 2. This Board of Supervisors hereby approves the issuance of the 2014 Bonds by the Saratoga County Water Authority to finance the construction of necessary upgrades to the SCWA's Water Plant and System, and for all other purposes recited herein. It is the purpose and intent of this Board that this Resolution constitutes approval of the 2014 Bonds by the applicable elected representative in accordance with Section 147(f) of the IRC.

Section 3. The Chair of the Saratoga County Board of Supervisors, the Saratoga County Administrator, and the Saratoga County Attorney are hereby authorized and directed, jointly and severally, to do any and all things and to execute any and all documents that they deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this resolution and the financing approved hereby.

Section 4. This Resolution shall take effect immediately upon the adoption.

Section 5. The foregoing recitals and matters set forth hereinbefore are incorporated herein with full force and effect.

BUDGET IMPACT STATEMENT: No budget impact.

On a motion by Mr. Sausville, seconded by Mr. Kinowski Resolution No. 185 was adopted by a unanimous vote.

RESOLUTION 185 - 2014

Introduced by Chairman Sausville

APPOINTING A MEMBER TO THE BOARD OF THE SARATOGA COUNTY WATER AUTHORITY

WHEREAS, Chapter 678 of the Laws of 1990 enacted the "Saratoga County Water Authority Act" as Title 8-F of the Public Authorities Law; and

WHEREAS, as a result of the resignation of Edward D. Kinowski, there exists a vacancy on the Saratoga County Water Authority Board; now, therefore, be it

RESOLVED, that the following person is appointed a member of the Board of the Saratoga County Water Authority for the stated term:

<u>NAME</u>	<u>TERM EXPIRES</u>
James Smith 727 Hudson Avenue Stillwater, NY 12170	12/31/2015

and be it further

RESOLVED, that the previous appointments of the following persons to the Board of the Saratoga County Water Authority made pursuant to Resolution 144-2014 are hereby reaffirmed for the stated terms:

<u>NAME</u>	<u>TERM EXPIRES</u>
John E. Lawler Town Hall 65 Broad Street Waterford, NY 12188	12/31/2015
Kevin T. King 21 Meadow Rue Place Malta, NY 12020	12/31/2015
Thomas Cumm 14 Lafond Drive Gansevoort, New York 12831	12/31/2015
Patrick S. Ziegler 19 Conifer Drive Burnt Hills, NY 12027	12/31/2014
Anita Daly 87 Robinwood Drive Clifton Park, NY 12065	12/31/2014
Arthur J. Johnson Wilton Town Hall 22 Traver Road Gansevoort, NY 12831	12/31/2014

BUDGET IMPACT STATEMENT: No budget impact.

Mr. Lawler thanked the Board for their support of the Water Authority and for their support of Resolution No.'s 184 and 195.

On a motion by Mr. Lent, seconded by Mrs. Daly the meeting was unanimously adjourned.

Respectfully submitted,

Pamela A. Wright, Clerk